

Suggested Document Submittal List
For New Single Family Dwellings (SFD)

I. Document Submittal List

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| A. | Drawings
(3)* sets of: | <p>18" X 24" Suggested Minimum Size</p> <ol style="list-style-type: none"> 1. General Information 2. Plot Plan 3. Grading Plan 4. Architectural Plans - Floor Plan <ul style="list-style-type: none"> Roof Plan Exterior Elevations <p>Structural -</p> <ul style="list-style-type: none"> Foundation Plan Floor Framing Plan Roof Framing Plan Truss Information Cross Section Structural Framing Details <p>Relevant Information on Plumbing, Mechanical and Electrical Components</p> |
| B. | Calculations
(2) sets of: | <ol style="list-style-type: none"> 1. Structural Calculations (For Vertical and Lateral Load) 2. Energy Calculations and Forms (Title 24) |
| C. | Other Documents | <ol style="list-style-type: none"> 1. Soils Report & Geologic Hazard Study if in Geologic Hazard Zone |

* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

II. Expanded Information on Above Documents

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| A-1. | Information | <ol style="list-style-type: none"> 1. Sign & Stamp on All Documents by Preparer, Architect or Engineer
(Cover Sheet of each Document to be Wet Signed) 2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer 3. Project Name and Address, as well as Project Owner's Name, Address, Phone No. 4. Cover Sheet Information <ol style="list-style-type: none"> a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy) b. Description of Scope of All Work c. Occupancy Group(s) and Type of Construction d. Gross Area per Floor and Building Height e. Index of Drawing Information 5. Scale for All Drawings and Details |
| A-2. | Plot Plan | <ol style="list-style-type: none"> 1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s) 2. Building Footprint with all Projections and Dimensions to Property Lines 3. Vicinity Map and North Arrow 4. Easements and Visible Utilities on Site 5. Locate Existing Fire Hydrant within 500 feet of the Project |

A-3.	Grading Plan	<ol style="list-style-type: none"> Existing and Proposed Grading Plans Pad Elevations & Ground Slope Drainage Scheme and Topographic Drawn to 1'-0 Contours Retaining Walls and Drainage Systems
A-4.	Architectural and Structural Plans	<ol style="list-style-type: none"> Foundation and Structural Floor Framing Plans Architectural Floor Plans Exterior Elevations Structural Material Specifications Structural and Architectural Details Typical Cross Sections in Each Direction Shear Wall and Holdown Plan (Including Complete Table) (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns & bolts)
	Details (As Applicable)	<ol style="list-style-type: none"> Window Schedule: (Detail egress, Safety Glazing & Skylight ICBO Numbers) Door Schedule: List sizes and Types Flashing: Vertical & Vertical to Horizontal Junctures of Materials Fireplace - Masonry or Prefabricated Fireplace listing ICBO NO. Footing, Piers and Grade Beams Post and Girder Connections Roof: Eaves, Overhangs, Rakes and Gables Floor Changes (i.e., Wood to Concrete Flashing Detailed) Handrails, Guardrails and Support Details Structural Wall Sections with Details at Foundation, Floor and Roof Levels Stairway Rise and Run, Framing, Attachment and Dimensions of Members Shear Transfer Details and Holdown Bolt Details
	Prefab. Trusses	<ol style="list-style-type: none"> Roof Framing Plan with Truss I.D. No. and Manufacturer's Name Detail of all Truss Splices, Connections, Plate Sizes and Hangers Show all Trusses including Gable Bracing and Bridging Truss Plans Reviewed and Stamped Approved by Responsible Design Professional
	Relevant Information on Mechanical, Plumbing, and Electrical Components	<ol style="list-style-type: none"> Location of HVAC Equipment and size (BTU/HR Output) Locations of plumbing fixtures with all required dimensions listed Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location
B-2.	Energy Requirements	<ol style="list-style-type: none"> CF-1R and MF-1R forms completed, signed and printed on plans CF-GR and Insulation Certificate attached to plans Performance Analysis and Back-up forms included Grading plans and permits may be required
III.	Separate Plans & Permits	<ol style="list-style-type: none"> Accessory Structures Proposed on the Plot Plan Pools and Spas Demolition of Structures on Site Grading plans and permits may be required

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approval may be required.